

ORGANIZATION:	City of Canby	DATE:	March 2021
DEPARTMENT:	Canby Swim Center	UNION:	AFSCME Represented
CLASSIFICATION:	Program Coordinator	FLSA STATUS:	Non-Exempt
TITLE:	Program Coordinator / Canby Swim Center		

PURPOSE OF POSITION: Observe the activities of patrons at the Swim Center in the pool and surrounding areas to protect life, prevent accidents and enforce pool regulations. Responsible for the safety and general welfare of swimmers at the Canby Swim Center. Respond to emergency situations as needed. Rescue swimmers in emergency situations and provide emergency medical treatment. Assist in the maintenance of facilities and equipment. Perform other tasks relative to assigned area of responsibility. Assists the Pool Operator as needed and covers in the absence of the Pool Operator.

ESSENTIAL JOB FUNCTIONS:

Provide life-guarding services. Respond to emergency situations; rescue persons in distress or in danger of drowning. If necessary, administer CPR/First Aid. Prepare and submit accident/incident reports.

Teach basic swim lessons approved by the Canby Swim Center. Provide a training atmosphere that promotes inclusion and satisfaction of all participants. Teach school lessons as needed. Leads in-services and instructor training for all swim instructors. Responsible for facilities swimming lesson program.

Provide a program/class atmosphere that promotes and encourages inclusion and satisfaction of all participants. Assist with school lessons and oversight during public lessons.

Participate in orientations, in-service training, and other staff meetings as requested. Assist Lifeguards with duties as needed.

Provides customer service at the front counter. Greet the public; provide information and assistance regarding schedules, registration, program descriptions and other general information over the phone and in person. Accept and receipt payments from customers.

Provide excellent internal and external customer service in all Swim Center interactions. Create a positive experience for patrons through professional and courteous behavior. Represent the City in a positive and professional manner. Respond to questions from citizens and visitors. Direct visitors to desired locations. Provide general assistance as needed. Maintain cooperative working relationships with City staff, other organizations and the general public. Respect diversity in the workplace.

Complete applicable reports and records.

Perform general housekeeping duties in and around the Swim Center facilities. Clean pool deck, locker rooms and rest rooms. Perform other general housekeeping duties in and around the Swim Center, i.e. hosing, vacuuming, picking up litter, etc.

Provide excellent internal and external customer service. Create a positive experience for patrons through professional and courteous behavior.

Practice safe work habits and contribute to the safety of self, co-workers and the general public.

Represent the City in a positive and professional manner. Respond to questions from citizens and visitors. Direct visitors to desired locations. Provide general assistance as needed.

Maintain cooperative working relationships with City staff, other organizations and the general public. Respect diversity in the workplace.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: General knowledge of the principles and practices of swimming, life guarding and water safety. Knowledge of the methods and techniques of first aid and CPR. Understanding of the basic operations, services and activities of a public swimming facility. Knowledge of appropriate safety precautions and procedures for a swim center. Must be comfortable working with participants of all ages. Ability to recognize and prevent hazardous situations. Ability to present a positive public image through quality of work and good public relations.

Equivalent to high school education and three to five year of lifeguard / instructor experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Leadership skills and good public relation skills are needed. Good physical swimming ability and personal safety skills are required. Must be able to respond both mentally and physically to any emergencies that arise.

SPECIAL REQUIREMENTS/LICENSES: Possession of a current/valid Lifeguard/CPR/AED certifications. Lifeguard Instructor certification preferred; or ability to obtain within 12 months. Possession of WSIT or equivalent or the ability to obtain within 12 months.

DESIRABLE REQUIREMENTS: Previous experience in a public swimming pool as a head lifeguard or instructor.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, crawl, kneel, grasp, stoop, climb, balance, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring lifting and moving 50 pounds and occasionally lifting and moving 100 pounds. This position requires the mobility to operate equipment related to pool operations and facility maintenance. Activity and types of duties performed require manual dexterity and coordination.

WORKING CONDITIONS: The majority of duties take place inside a building and in or around a swimming pool, with exposure to pool chemicals, fumes, humid conditions, and wet, slippery surfaces. Working schedules may include weekends, holidays or other shifts outside of a typical workweek. The remainder of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students, seasonal and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Swim Center Manager. May receive direction and scheduling from Pool Operator.